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Report for Week Ending 14 January 1959
from
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

- (1) Completed 12 actions requiring the printing of 367,000 copies, or sets of blank forms,
- (2) One new and four revised forms were approved.

b. Intangible

- (1) Developed a revised set of definitions for columnar headings on the Forms Indexes. These will be printed, then inserted by MRD in the front of all machine runs. [redacted]

25X1

- (2) Arranged with MRD to produce a machine listing of all OL forms to be used by members of the Logistics Survey Team. Six copies of the run (270 forms) were delivered to Bob [redacted] today. [redacted] has also reviewed our present indexes to see what Management forms are available for use by the team. [redacted]

- (3) Evaluated and disapproved three Employee Suggestions:

(a) PI 59-27 which proposed Form 610 be made legal size and contain an envelope for small papers.

(b) 59-222 which proposed the "Subject" and "Dispatch Symbol and No." data be typed on bottom of dispatches as well as on top to facilitate searching bulky files.

(c) 59-245 which suggested much the same thing as 59-222 except that "Headquarters File No." would be substituted for "Subject" and "Date" added. [redacted]

25X1

- (4) Expansion in use of the Abstract File Slip, Form 44d, from Headquarters to Field has necessitated stapling all parts of this form together to permit efficient and continuous feeding over the platens of non-pinfeed typewriters usually found in the field. Arrangements have been made for forms required by the field to be sent to RID where a RID employee will use an electric PSD stapler to staple sets on an "as needed" basis. [redacted]

25X1

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~~CONFIDENTIAL~~2. Assignmentsa. Active

(1) Eleven new and 21 revised forms are pending.

(2) Five Employee Suggestions are pending.

(3) ADVISED [] PSD on best way to print book dispatches requiring more than 100 copies (present limit on blank ditto forms). [] 25X1

(4) Approved re-orders on Forms 53 and 53c. Specifications were amended on 53 to cut paper weight on parts 1 and 2 from 15 lbs. to 12-13 lbs. [] 25X1

(5) Investigation was made of the malfunctioning of OO/C's Information Report form based on OO/C/ARO's report of excessive retyping of masters. Single sample of malfunctioning form seemed due to excessive carbon bleeding possibly caused by improper handling by [] Office. OO/C will collect data and samples for one week then we will evaluate and recommend corrective action. [] 25X1 25X1

(6) In connection with the common Information Report format, explored with [] Office of the Director of Administrative Services, AF, the possibility of his representing the AF on CIRF-CODIB; also his assuming the Chairmanship of CIRF's Defense Sub-Committee. This remains unresolved. [] 25X1

(7) At the request of [] staff assistance is being provided in designing and printing 3 test (Public Works Ledger) forms for []. One form has already been substantially improved by relocating two columns. [] 25X1 25X1 25X1

(8) A survey of all forms under the old numbering system has been initiated with inquiries sent to all offices of primary interest. [] 25X1

3. News

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a. [] was commended by both [] the Director of Security and [] for his significant contributions to personnel processing and security at the new building site. 25X1

b. I just finished reading "The Job of the Federal Executive" by Marver H. Bernstein of the Brookings Institution. For a real appreciation of the role of both the career and political executive in government, this is "must" reading.

c. OCR has now received a set of Minicard equipment which should be ready for use by February. It is proposed by OCR that it be tested operationally and its capabilities compared with Intellofax, although OCR now seems disenchanted with Minicard, after spending \$400,000 on it to date. Ultimate investment, even under test conditions, will run this figure up to \$700,000 or \$800,000. Comments from members of the Committee on Documentation has been requested. The PRC has also been informed.

d. A classified 10 part carbon interleaved Form 526, Senior Staff Review and Routing Record of Project printed by PSD for FI/OPS was erroneously furnished with 12# instead of 4# carbon paper. This results in illegible copies plus difficulties in inserting sets in typewriters without tearing the top. Some sets have already been returned to PSD to see if this error can be rectified.

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Weekly Report for Week Ending 14 January 1959
from
Records Disposition Branch

1. Contributions

None

2. Assignments

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a. Filing Equipment

✓ Office of Personnel/Records Services Division
No change from previous report.

✓ OCR/IR
No change from previous report.

Office of Security/Building 13
No change from previous report.

OO/Contact Division 25X1
No change from previous report.

EE/Division/DD/P
No change from previous report.

OO/FDD
No change from previous report.

Executive Secretary FE/DD/P
No change from previous report.

Personnel/Contract Personnel Division
No change from previous report.

b. Installation of Subject-Numeric Files in OP 25X1

Fourteen installed; 1 in process (Employee Relations Branch).
ARO/OP reports increased records disposition activity resulting
from annual cutoff and screening of files as requested by
memorandum of 5 January from Executive Officer/OP to Staff and
Division Chiefs.

⑤, Special Planning Assistant/DDS 25X1

Work continues on the installation of the file system.

c. Revision of Records Control Schedule - OCR 25X1

Records Management Staff review of schedule is completed.

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Preparing a memorandum of approval to permit return of schedule to OCR for implementation.

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Medical Staff [redacted]
No change from previous report.

d. Review of Clerical Training in Filing [redacted]

25X1

Continued work on improving lesson plans and visual aids used in course on "Filing" given clerical employees in IAS/Pool.

3. Vital Materials

Microfilming of Vital Materials in the Office of Security and OCR/IR has been completed.

Microfilming of the OCR/GR photo files continues.

A meeting was held with members of OCR/Administrative Staff, Machine Division and Library to discuss the possibility of depositing hard copy in lieu of microfilm for materials in the Central Finished Intelligence collection at [redacted] pointed out the numerous advantages of depositing hard copy and it was the consensus of opinion that we should explore this with the OCR/Documents Division. A meeting will be set up to further this recommendation within the next few days.

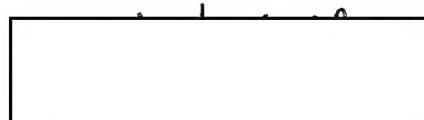
25X1

25X1 [redacted] of DD/P accompanied last weeks trip
25X1 to [redacted]

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A meeting was held with [redacted] and [redacted] to discuss the Vital Materials Depositing activity of the Directors Office. [redacted] informed us that he had been in touch with [redacted] and that [redacted] would check to see if the statement signed by [redacted] and [redacted] in 1956 is still valid. We also discussed the possibility of our contacting GSA, State Department and the Department of Defense, to discuss generally, techniques employed in conducting a Vital Materials program. [redacted] was to contact the appropriate persons in order that we may make the contact.

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[redacted]
report for
Week from 8 thru 14 January 1959

CONTRIBUTIONS

None.

ASSIGNMENTS

ACTIVE

File Cleanup Campaign

25X1 a. Retyped Management Tools booklet for final review by [redacted] 25X1
 b. Discussed with [redacted] use of color in booklet 25X1
 c. Received unsatisfactory sample poster from [redacted] will try [redacted] 25X1
 d. Completed price list on file equipment. Typed up for Mr. [redacted] 25X1
25X1 e. [redacted] approved bus poster, notebook, file card, trademark & file post [redacted] 25X1 er.
 f. Assemble approved items for [redacted] review.

Retire RMS Files

a. Discuss file retirement assignment with [redacted] 25X1
b. Set up work plan with [redacted] 25X1

Service Calls Processed by Records Center

a. Search files on hand to answer phone query from Records Center.
b. Start on detailed analysis of October requests.

INACTIVE

Unused Safes Follow-up --- Awaiting ARO replies
Sorting Equipment Booklet --- Awaiting more research
Revision of HB 40-150-1 --- Awaiting more research
Analyst Files Project --- Awaiting [redacted] (ORR) action 25X1

TRAINING

External Training --- 3 hours

Attended class 16 on "Prin. & Processes of Pub. Adm." at Amer. Univ.
Completed Term Paper for Course. Obtained office clearance for paper.

NEWS

a. Enjoyed 1 day annual leave, (9 January 1959)
b. Wrote Memo for Record to help Sugg. Aw. Staff close case #2447.

[redacted] 25X1